



RECRUITMENT PACK

Rotary

District 1100



Rotary Opens Opportunities

We need Leaders with Vision to help us take the District Forward

On the following pages are the positions we are looking to fill.

Can you use your skills to guide the District into the next decade?

We are looking for people who have the drive, energy and enthusiasm to help us move forward

**Help take the District Forward
Volunteer now**

District 1100

2020/21

DG Chris Firth, DGE Graham Ogden and DGN Jim Currie

Our District has 63 clubs and 1,665 members with five main centres of population - Bristol, Swindon, Cheltenham, Gloucester and Worcester with the rest being rural. We have a mixture of economies and communities and each one needs the help and support of Rotarians.

We aim to consistently improve and we want to support our clubs to be the best they can without losing their identity and independence. We believe we can achieve this by working together and sharing the best ideas and practice across the District.

To help achieve this we need to strengthen the District team. We need people with vision and talent to step forward and join us.

A number of vacancies need to be filled. Some to take up post now and others to take up post at the beginning of the next Rotary year. Support and mentorship is available for all positions.

Interested? Have a look at the following opportunities.

District Governor 2023/24

Assistant District Governor

District Secretary and Assistant District Secretary

District Youth Lead

District RYLA Lead

District Foundation Team Lead

District Development and Training Lead

District Public Image, Marketing and Communications Lead

If you are interested, please contact any of the following:

DG Chris Firth at dg@rotary1100.org or 07801 548154

DGE Graham Ogden at dge@rotary1100.org or 07775 590685

DGN Jim Curry at dgnn@rotary1100.org or 07879 473438

Nomination forms are available on the District website. These must be completed and returned to the Assistant District Secretary (Colin Hunt shirley-colin@tiscali.co.uk) by 6th November 2020 for consideration at the District Forum on 19th November 2020.

District Governor DG 2023/24

(DGNN) 2020/21

This post needs to be filled by 31 December 2020 and will be approved formally at D1100 District Forum on 19 November 2020

Purpose

As a District Governor you have proven strong leadership skills and decision making. During your year in office, clubs and individual members will look to you for leadership, support, and motivation as they carry out service projects and participate in Rotary programmes.

The post is open to anyone who has served as President of their club.

Key actions

- Strengthen clubs, organize new clubs, and grow membership
- Encourage contributions and other support for The Rotary Foundation
- Promote positive public image and serve as spokesperson for district
- Ensure a safe environment for youth participants
- Conduct district conference and other meetings
- Supervise district nominations and elections
- Prepare budget, provide annual report, and help administer District Designated Funds
- Complete online district qualification
- Work with governor, governor-elect and other district leaders

Preparing for the role

Governors take part in a formal 2-year learning and development programme involving a mixture of face to face and course-based learning in the Learning Centre.

During this time, you will be mentored and supported by past DGs in our district and will be part of your own DG RGB&I support group for your year.

Contact Chris Firth (DG 2020/21) (07801 548154) for an informal conversation

Assistant District Governor

**The AG for Area 3 is required now.
The AGs for Areas 1 and 7 will take up post in July 2021**

Assistant Governor (AG): Area One, Area Three and Area Seven

Purpose

To assist the District Governor by

- liaising between the clubs in the Area and the District Governor;
- promoting Rotary policies activities and programmes;
- being a member of the District Executive.

Key Tasks

- Attend Club Assemblies for the clubs in the Area and make a brief summary of a club's state and plans for the coming year.
- Hold Area meetings as agreed by the District Executive.
- Note and communicate instances of "Good Practice" throughout the Area and encourage clubs to work together for enhanced results.
- Promote Rotary activities and programmes
- Identify and encourage Rotarians to become part of the District Team
- Attend RIBI Assembly
- Assist the incoming District Governor at PEPS and District Assembly

District Secretary and Assistant District Secretary

The District Secretary post need to be filled now and the Assistant District Secretary post from July 2021

It is planned to split the following duties between the District Secretary and an Assistant.

Purpose

To work constructively with the DG, balancing the needs of the Executive and the District within Rotary's operating framework.

Key tasks

- Make arrangements for District meetings, particularly, but not limited to, District Executive and Council Meetings and District training events.
- To attend meetings of the District Executive and to keep the executive informed of its administrative responsibilities.
- Lead and where necessary train a fully resourced team of Club Secretaries competent, in the administrative procedures expected of them.
- To take and maintain a record of minutes of the District Executive, District Council meetings, District AGM and other relevant meetings.
- Act as the main contact point for correspondence to club and for clubs wishing to seek guidance on administrative matters or to bring a matter to the attention of the District Executive.
- Provide knowledge and understanding of the RI and RIBI constitution and by-laws, the standard Club Constitution and by-laws, the guide for District officers and the handbook for Club officers.
- To deal with enquiries from and alert Clubs to any changes in constitutional matters. Assistance with others in the maintenance of the District database.
- Confident in presenting to a range of audiences.

District Youth Lead

This post needs to be filled from July 2021

Purpose

Inspire and support Rotary Clubs in District 1100 to meet the identified local needs of young in their community. In doing so help ensure that Clubs grow, and members feel a sense of contributing and fellowship.

Key actions

- Champion and share best practice about youth activities and competitions between clubs.
- Help recruit, retain and support a team of volunteers to successfully run the youth competitions and activities.
- Liaise with and learn from RGBI and other District Youth Leads what's working in other parts of the country.
- Administer the District Youth Grant Scheme.
- Actively support the district development plan
- Attributes required
- Interest in developing support and opportunities for young people.
- Knowledge and experience of youth activities and competitions. Good with people.
- Proactive to seek out new opportunities and responsive to change. Well organised and self-motivated.
- Confident in presenting to a range of audiences.

District RYLA Lead

This post needs to be filled now

Purpose

Inspire and support Rotary Clubs in District 1100 to inspire leadership amongst young people through the Rotary Youth Leadership Awards programme (RYLA).

Key actions

- Develop RYLA programme to help meet the needs identified by Rotary Clubs of young people in their communities.
- Source providers and venues for the course ensuring they deliver the programme in line with its objectives and budget.
- Help recruit and manage the district RYLA team. To help ensure that the course is well promoted and understood, participants are registered for the course, it is on budget and lessons are learnt to continue to improve.
- Champion RYLA programme and share best practice between Rotary Clubs.
- Help Rotary Clubs promote the programme to their community, recruit, and support their participants to get the best from the programme.
- Liaise with and learn from RGBI and other District RYLA Leads what's working in other parts of the country.
- Be an active and supportive member of the district youth team.
- Develop support and opportunities for young people's development.
- Proactively seek out new opportunities and responsive to change.
- Confident in presenting to a range of audiences.
- Been a Club RYLA Officer.

District Foundation Team Leader

This post needs to be filled from July 2021

Purpose

To work closely with the District Governor in educating, motivating and inspiring Rotarians to participate in Foundation programmes and fundraising activities.

Key actions

- Leads the District Foundation Team and ensures that there is liaison between The Rotary Foundation and club members.
- Develop a team to administer all aspects of the Rotary Foundation related functions. Currently there is a Grants Officer and a Foundation Treasurer in post.
- Provides guidance and support with grant applications.
- Chairs the District grants committee to consider grant applications.
- Ensure the expenditure of grants is as agreed and in line with budget.
- Monitors donations to The Rotary Foundation.
- Works with colleagues on End Polio Now and peace initiatives.
- Confident in presenting to a range of audiences.

District Development and Training Lead

This post needs to be filled now

Purpose

The District Development and Training Lead, in partnership with the Governor Elect, will prepare the incoming district and club leaders for the following Rotary year and will work with the Governor to provide ongoing development for Rotarians.

Key tasks

- Develop a District Development and Training Team
- In conjunction with District officers prepare and support various development and training sessions including the Presidents-elect preparation seminar (PEPS), and District Assembly
- Support the introduction of a leadership development programme
- Find session facilitators and assign other development and training responsibilities
- Promote development and training events at district meetings and on social media
- Evaluate training and assess training needs
- Support club development and training leads in planning and promoting training events
- Confident in presenting to a range of audiences.

Public Image, Marketing and Communication Lead

This post needs to be filled from July 2021

Purpose

- create awareness and enhance the public image of Rotary.
- Ensure that at District and Club level the Rotary story is promoted through the work done in our communities and internationally.
- Encourage and support clubs to highlight what they do at local level.
- work closely with District and club membership teams.

Key Tasks

- Liaise with the PI and Membership Leads to assist the development of image and communications plans.
- A public image resource helping to understand and use the resources available.
- Inputs to District Training events.
- Ensures that clubs are using the appropriate Rotary branding.
- Works with colleagues to develop websites, Facebook pages and other social media in line with good practice.
- Monitors the quality of all communications throughout the District and advises accordingly.
- Promote great stories of what is being achieved at club level.
- Serves as a valuable member of the District team
- Develops an annual plan of image and communications activity.
- Comfortable with the use of technology.
- Confident in presenting to a range of audiences.